

**Employment Law for Department Heads and
Supervisors November 16 - 17, 2023
Live Online through Zoom**

Instructors: Bob Joyce,
Charles Edwin Hinsdale Professor of Public Law and Government
Diane M. Juffras
Professor of Public Law and Government

Agenda

Thursday, November 16

- | | |
|--------------------|---|
| 1:00 – 1:15 | The Nature of Government Employment
Bob Joyce |
| 1:15 – 2:45 | Employment at Will or Due Process Protections? Understanding Discipline and Discharge
Bob Joyce and Diane Juffras |
| 2:45 – 3:00 | Break |
| 3:00 – 4:00 | Dealing with the Americans with Disabilities Act
Bob Joyce |
| 4:00 – 4:30 | Preventing Unlawful Harassment
Diane Juffras |
| 4:30 – 5:00 | Managing Employee Leave
Diane Juffras |
| 5:00 | Adjourn Day One |

Friday, November 17

- | | |
|---|--|
| 9:00 – 10:00 | The FLSA and Overtime Law
Diane Juffras |
| 10:00 – 10:30 | Stupid Things Employees Say on Social Media
Bob Joyce |
| 10:30 – 10:45 | Break |
| 10:45 – 11:00 | Every Note You Take: Personnel Files for Public Employer Supervisors
Bob Joyce |
| 11:00 – 11:45 | Public Employment and Drug Testing
Diane Juffras |
| 11:45 – 12:00 | 10 Other Things That Dep't Heads and Supervisors Need to Know
Bob Joyce |
| 12:00 | Formal Adjourn |
| 12:00 – 12:30 Optional Open Question and Answer with Diane | |